

Notes for Contributors

Refereed & non-refereed contributions should be original and not published or submitted for publication in any other journal, electronic or otherwise. If CONFERENCE PAPERS are submitted then *only an Abstract* to the paper must appear in the published conference proceedings. The format and style of the article, including referencing, should follow the Practice Reflexions [styleguide](#). Articles should be submitted as email attachments in the word processor formats of RTF, MS Word or in HTML to the [editors](#).

The e-Journal also publishes reviews of other relevant professional literature and encourages readers' comments and debate on its [discussion list](#).

Word length

Refereed articles should preferably be no more than 5000 words. Non-refereed articles should preferably be no more than 2500 words.

Manuscripts

All manuscript should be typed double spaced, on one side of the page with wide margins for editorial notes and should consist of:

title

A title of no more than 12 words

Abstract

An abstract - an informative summary of no more than 150 words. The abstract should be a condensed, accurate representation of the rationale, methodology, significant results, conclusions and recommendations obtained within the article. List up to four *key words* that describe the content of the article and any personal acknowledgements.

Cover sheet

A detachable (for refereed articles) cover sheet detailing the title of the article, the author's name, position, address, telephone number, fax number and e-mail address, and no identifying information should appear anywhere within the rest of the document. There should be sufficient information for a brief biographical note and If there are more than two authors, then a brief description of each author's contribution to the article may be included

Numbered pages

Numbered pages (in the bottom right hand corner of each page)

Photos/tables/figures

Photographs and figures relevant to the article, on separate sheets. Only photographs with a high degree of definition will reproduce well, hence black and white photographs are preferred.

Figures and tables should be numbered consecutively, referring to them as "Figure 1" or "Table 1", etc. using Arabic numerals. Each table and figure should possess a brief title. Care should be taken to ensure that tables and figures will be viewable within the limitations of web browsers. Any embedded pictures or other graphics required for the article should be attached as separate files. A preference for the web compatible GIF or JPG formats is desired although other formats may be accommodated.

Non-sexist language

Contributors should use language which clearly includes both sexes when reference to both male and female is intended. Thus both gender words 'he or she' 'her or his' should be used, as well as neutral terms such as 'spokesperson' or 'representative', 'chairperson', 'staffed', 'you' and the plural forms of he/she. For further information refer to, Miller, C. and Swift, K. (1984), *The Handbook of Non-sexist Writing for Writers, Editors and Speakers*, The Women's Press, London.

Notes

Notes should be kept to a minimum and combined with the text whenever possible. They should be numbered serially with Arabic numerals and placed at the end of the paper, before the references.

Referencing system

Practice Reflexions Journal uses the Author-Date (Harvard) System of referencing, see [styleguide](#) for details.

Spelling and quotations

Spelling should conform to the usage of the Macquarie Dictionary (Australian/English rather than American) and abbreviations should be kept to a minimum. Where appropriate spell all words with -ise, -isation, -ising (not -ize, etc). The modern tendency to use single quotation marks rather than double is recommended. Quotations over 50 words should be indented both sides. No quotation marks are then necessary.

Further information on style

For further information and general style conventions such as capitalisation and abbreviations please refer to *Style Manual for Authors, Editors and Printers* (1994), Fifth edition, Australian Government Publishing Service, Canberra

Responsibility for articles

You are responsible for the accuracy of articles submitted for publication and the opinions expressed therein. Neither the editors, nor AIWCW nor Monash University assumes any responsibility for the contents and opinions expressed in any published articles.

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Disclaimer

You may insert a disclaimer where you wish to reflect, for example, that "the views expressed in this article are those of the author and are not necessarily those of XYZ Pty Ltd". The disclaimer will form part of the footnotes and be asterisked (*)

Refereeing process

Manuscripts will first be reviewed by the editor to determine their suitability for refereeing and then be forwarded to 2 reviewers who will be asked to advise the editors (generally within 3 weeks of receipt) of the suitability of the article for publication. The identity of the

referee of an article will not be disclosed to the author. On receipt of the reviewers' comments and recommendations, the editor will make a decision to:

- Accept the article with no revisions
- Accept the article subject to the author making suitable revisions; or
- not publish the article

You will be advised of the referee's recommendation and provided with their report. It is anticipated that the review process should take from 4 to 6 weeks. Once the referee has recommended that an article be published, it may not be withdrawn. The editor will endeavour to publish accepted articles in the next available edition. Please note that the editor may make minor alterations to articles on his or her own initiative. The decision of the editor is final.

Similarly non-refereed articles will be reviewed by the editors and a decision made to publish, publish with changes or not publish. If revisions are required, or the article is considered inappropriate for publication, the author will receive a report outlining the requested changes/reasons for non-publication. Minor changes may be made by the editors before publication without recourse to the author.